



# CITY OF ATLANTA

## Job Announcement

### AUDITORIUM SUPERVISOR

**STARTING SALARY: \$32,669**

**Salary Grade: 14**

**Applications Accepted From: August 15, 2005 until vacancy is filled**

#### Minimum Job Requirements

Persons applying must have all of the following to qualify: High School diploma or GED and three (3) years of Recreation or Cultural facility management experience, one (1) year of which must be supervisory experience. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will not be substituted for the required HS diploma or GED.

#### Duties of the Job:

This employee oversees the maintenance and operation of the Civic Center building and its operating equipment. Duties include, but are not limited to: supervising the maintenance staff, maintaining accurate records; maintaining avenues of communication with the Director, clients, prospective clients and other city officials; and performing additional tasks as assigned; reviewing, analyzing and making decisions in regard to the Civic Center's maintenance staff's work schedules and duty rosters; overseeing the maintenance and operations of building facility and equipment; arranges tours for potential clients; assisting the Director with coordination of Civic Center activities; ensuring that the marquees are operational and set-up with proper messages; coordinating production of events with all participants including concessionaires, caterers, security, parking, janitorial, house staff, and stage hands; answering questions and inquiries from patrons; preparing payroll documentation for Civic Center Staff; instructing and counseling staff in coordinating activities, planning work of others and day to day operations.

#### To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification).

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

**The examination for this job will consist of an evaluation of applicant training and experience.**